

22 MAY 1969

C-O-N-F-I-D-E-N-T-I-A-L

19 May 1969

Surpndt,
16 June 69

25X1 MEMORANDUM FOR:

SUBJECT : Invitation to Address the Support Services Course
for Career Trainees

1. This is to confirm arrangements made by telephone on Monday,
5 May 1969.

2. You are invited to present the following subject _____
"Records Administration in CIA"

to the Support Services Course for Career Trainees on Wednesday,
26 June 1969 ⁹⁻⁹⁵⁰ ~~1410-1515~~ in Room 601, Magazine Bldg.

3. Attached are a schedule and a guidance sheet which tells of
the nature of the course, the student body, and gives some suggestions
for handling your subject. If you desire any further assistance in
the preparation of your presentation, please contact the Course Chief

25X1 Instructor,

HUGH T. CUNNINGHAM
Director of Training *by H.T.C.*

25X1

Attachments:

- A. Schedule
- B. Speaker Guidance

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